

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], we would like to express our heartfelt gratitude for your generous in-kind donation of [description of the item(s) donated] received on [date of donation]. Your support plays a crucial role in helping us fulfill our mission of [brief description of your organization's mission].

Donation details:

- Description of Item(s): [List item(s)]

- Value of Donation: [Estimated fair market value, if applicable]

- Date of Donation: [Date]

Please note that [Your Organization's Name] is a registered 501(c)(3) nonprofit organization, and your donation may be tax-deductible. We encourage you to consult with your tax advisor regarding the deductibility of your contribution.

Once again, thank you for your kindness and support. If you have any questions, feel free to contact us at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Your Organization's Website]

[Optional: Tax ID Number]